

## **EDITED KSA LISTING**

### **CLASS: CORRECTIONAL CASE RECORDS SUPERVISOR**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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	<b>Knowledge of:</b>
<b>K1</b>	Determinate and indeterminate sentence and parole laws.
<b>K2</b>	The classification process and purposes, activities regulations, and functions of the California Department of Corrections, the Board of Prison Terms, the Narcotic Addict Evaluation Authority, and the Youth Authority as its operations relate to the California Department of Corrections.
<b>K3</b>	Correctional administration.
<b>K4</b>	Documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records.
<b>K5</b>	Training methods and planning and conducting in-service training programs
<b>K6</b>	Information disclosure statutes.
<b>K7</b>	The California Department of Corrections' automated record-keeping systems.
<b>K8</b>	The Department's Equal Employment Opportunity Program objectives.
<b>K9</b>	The supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
<b>K10</b>	Principles of effective supervision

	<b>Ability to:</b>
<b>A1</b>	Define, interpret, and take action on legal documents and court orders.
<b>A2</b>	Analyze inmate records and recognize and correct discrepancies and irregularities.
<b>A3</b>	Prepare accurate and concise reports.
<b>A4</b>	Make arithmetical computations.
<b>A5</b>	Prioritize workload and meet deadlines.

Bold text-indicates not on Classification Spec.

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<b>A6</b>	Read and write English at a level required for successful job performance.
<b>A7</b>	Make sound decisions and recommendations in regard to the record-keeping function.
<b>A8</b>	Provide criminal identification services necessary to the administration of the Department of Corrections.
<b>A9</b>	Disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public.
<b>A10</b>	Learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases.
<b>A11</b>	Follow oral and written instructions
<b>A12</b>	Communicate effectively with other staff, inmates, and informational sources.
<b>A13</b>	Operate a personal computer to access, enter, and retrieve information.
<b>A14</b>	Progressively perform more difficult and analytical tasks in the correctional case record-keeping process.
<b>A15</b>	Plan, organize, and direct the work of subordinate staff and inmates.
<b>A16</b>	Plan and prepare personnel, equipment, and supply budgets.
<b>A17</b>	Effectively contribute to the Department's equal employment opportunity objectives.